United Nations E/CN.15/1999/INF.1

Economic and Social Council

Distr.: Limited
5 February 1999

Original: English

Commission on Crime Prevention and Criminal Justice
Eighth session
Vienna, 27 April-6 May 1999

Information for participants

Place

1. The eighth session of the Commission on Crime Prevention and Criminal Justice will be held at the Vienna International Centre (VIC), Wagramerstrasse 5, 1400 Vienna. Floor plans of the relevant buildings in the VIC are provided in the annex.

Opening date

2. The Commission will open on Tuesday, 27 April 1999, at 10.30 a.m., in the Board Room, 4th floor, Building C. Should it be necessary to change the arrangements because of the number of participants, the new arrangements will be announced in the *Journal*. Before the opening meeting, there will be an informal (organizational) meeting for members of the Commission and heads of delegations, which will be held at 9.30 a.m. in Conference Room III, 7th floor, Building C.

List of participants

3. A provisional list of participants will be issued early in the session. Only names communicated to the Secretariat by 26 April 1999 at the latest can be included in the provisional list of participants.

Registration of participants

4. In accordance with the security regulations in force at the VIC, all participants (representatives and observers) must be registered in order to be able to enter the Conference Room. The registration desk is in the entrance rotunda in Building C.

Identification

5. Upon registration, participants not already in possession of a VIC grounds pass will be issued VIC conference passes in the appropriate categories, bearing their name and country or organization. Upon presentation of the registration form, the photographs for the conference passes will be taken in the entrance rotunda. For security reasons, conference or grounds passes must be shown to gain admittance to the VIC and to the conference premises. As conference passes can be updated and reused for future sessions, participants are requested to hand in their passes either to a security officer or to a conference officer at the end of the session.

Documents

6. During the session, documents may be collected from the documents distribution counter, on the 4th floor of Building C, where each delegation will be provided with a distribution box for documents and the *Journal*, which will contain the daily agenda and general information. Participants will also find in their boxes a form on which they should state the number of copies of documents they will need during the session, indicating the working language(s) required.

Secretariat of the Commission

7. The permanent office of the Director-General of the United Nations Office at Vienna and Executive Director, Office for Drug Control and Crime Prevention, is in room E1436 (ext. 5001 or 5002). During the plenary sessions, the Director-General will have a temporary office in room C0434 (ext. 4680 or 4681) and his Personal Assistant will have a temporary office in room C0433 (ext. 4680 or 4681). The permanent office of the Officer-in-Charge of the Centre for International Crime Prevention of the Office for Drug Control and Crime Prevention is in room E1233 (ext. 5198, 5199 or 5278). His temporary office will be in room C0431 (ext. 4080 or 4231). The office of the Chairman of the Commission will be in room C0427 (ext. 4686). The office of the Rapporteur of the Commission will also be in room C0427 (ext. 4686). The office of the Secretary of the Commission will be in room C0417 (ext. 4660 or 4661).

Commissary privileges

8. Commissary passes will be issued upon completion of registration formalities to the following participants:

(a) Heads of government delegations;

(b) Professional staff members of specialized agencies;

(c) All staff members of the United Nations assigned to the Commission from duty stations other than Vienna.

Reservation of hotel rooms

9. The Secretariat regrets that it is not able to help participants to make hotel reservations. It is suggested that participants reserve hotel rooms through their diplomatic missions or through travel agencies.

10. Participants who arrive in Vienna without a hotel reservation can arrange hotel accommodation at Vienna International Airport at the travel desk located next to the information desk in the arrivals area. The travel desk is open from 8.30 a.m. to 9 p.m. daily.

Travel offices

11. American Express (the official travel agency of the United Nations) and Rosenbluth International are at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. Both travel offices are in the corridor connecting Building F to the main lobby in Building C.

Currency

12. Bank notes, traveller's cheques and letters of credit may be brought into Austria without restriction, but a few currencies may not be easily negotiable. Departing visitors may take with them the foreign currency and securities they brought into the country and up to 100,000 Austrian schillings (S).

Banks

13. The Creditanstalt-Bankverein has a branch on the first floor of Building C; Bank Austria has a branch at the entrance of Building D.

Postal services

14. A post office on the first floor of Building C provides all regular postal services, including facsimile and cable services.

Access to the Vienna International Centre

15. Participants coming to the VIC by taxi are advised to leave the vehicle at Wagramerstrasse, enter through gate 1 and walk across the plaza to the entrance of Building C, which is easier than entering by any of the other gates. Participants coming by underground transport (*U-Bahn*) should take line U-1 and alight at "Kaisermühlen—Vienna International Centre". Following the signs to the VIC, they should go to gate 1 and proceed as above. Participants arriving on foot can take the ramp or stairs to gate 1 from Wagramerstrasse just south of the buildings. Participants coming by car can use gate 2 from 8 a.m. to 7 p.m. or gate 3, which is open 24 hours a day.

Parking

16. Parking facilities for delegations will be in garage P1, level -1. Upon request, the Garage Administration, room E1170 (ext. 4854), open from 10 a.m. to noon and from 1 p.m. to 4 p.m., will issue representatives with a parking sticker, valid for the duration of the session, which will allow access to the parking facilities by way of Wagramerstrasse (gate 2). Parking stickers are also available at the registration desk in Building C. Only cars displaying a parking sticker will be permitted to park in the garage. Representatives are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the security officers, in the VIC complex.

Other useful information

17. The City of Vienna operates an excellent public transport system. A variety of tickets are available.

18. The "Green" card (*Umwelt-Karte*/*8 Tage-Karte*) is valid from the first day of use for eight days. It has to be punched only once a day, is valid for that day on any form of public transport within the City of Vienna and costs S 300. On the underground (*U-Bahn*), tickets should be punched in the blue machines at the entrance to the platform. On trams (*Strassenbahn*), tickets should be punched in the blue machines that are normally situated behind the driver.

19. A weekly ticket (*Wochenkarte*) is valid from a Monday to a Sunday at a cost of S 155.

20. One-journey tickets, available in sets of 5 or 10, are valid for one journey only and cost S 19 per ticket (i.e. one set of 10 tickets costs S 190).

21. All tickets may be purchased at a tobacconist (*Tabak*). One-journey tickets may also be purchased at underground stations, where they are available from machines at a cost of S 19.

22. An airport bus service operates from Vienna International Airport to the City Air Terminal (Hilton Hotel) at a cost of S 70, including luggage. Journey time is approximately 20 minutes. Buses run every 20 minutes from 7.50 a.m. to 7.30 p.m. and every 30 minutes from 7.30 p.m. to 7.30 a.m.

23. The weather in Vienna in April and May is usually cool and wet with thunderstorms.

Annex

Floor plans

PLAN OF ENTRANCE LEVEL (OE)